



Fresh Fruit and Vegetable Program (FFVP) Equipment Justification Form



Equipment over the cost of \$250 that is purchased with FFVP funds must receive approval from the Department of Public Instruction . Complete the below form and submit to Cindy Loechler by fax to 608-267-0363 or by email to cynthia.loechler@dpi.wi.gov. Pre-approval is recommended prior to purchase of equipment. **No equipment will be approved for reimbursement without a completed justification form.** All equipment over the cost of \$250 must be purchased prior to December 31, 2015.

School District	
Building Site/School Name	
Contact Person	
Equipment Requested	
Total Cost of Equipment	\$
Justification of Equipment	
Will this piece of equipment be used exclusively for FFVP? If no, what percent of cost will be prorated to FFVP?	 _____ Yes _____ No _____ % prorated to FFVP \$_____ (cost attributed to FFVP)
Why is the current equipment not sufficient for needs?	

DPI use only:			
Cost Approved:	Cost Denied:	Signature:	Date: